



OKLAHOMA
CareerTech

BMITE

Business, Marketing & Information Technology Education

2023-2024

Administrator's Guide for Business, Marketing, and Information Technology Programs



OKLAHOMA
**BUSINESS
PROFESSIONALS**
of AMERICA
Giving Purpose to Potential



Student Benefits

- More than 60 courses lead to college credit or national certification
- Oklahoma's Promise credit for computer technology (up to 3 credits available)
- Increased opportunity for employment and greater earning potential in chosen occupation
- Job skills to help defray cost of college
- Pathways to guide students into college or straight to work
- Opportunity to earn college credit through technology centers
- Internship opportunities
- Training to become life-long learners
- Local, state, and national leadership development opportunities through BPA & DECA
 - BPA = Business Professionals of America: <https://bpaok.org/>
 - DECA = Marketing Students: <https://decaok.org/>
- BPA & DECA scholarships awarded to student members annually

Teacher Benefits

- Salary Supplement (Code = 411)
 - The salary supplement (CT Extra Duties) is divided into bi-annual payments and is paid in **December** and **May**. The total amount is as follows:
 - 100 % Funded = \$2,200.00
 - 50% Funded = \$1,100.00
- Multiple conferences and workshops for technical updates / program improvements
- Technical training for new and upcoming occupations
- Personal assistance and resources provided from BMITE state staff
- New teacher training and support
- Free access to Moodle-powered classroom/learning management system: <https://ctyou.org/>
- Free access to CT Master Educator (online courses): <https://www.ctmastereducator.com>
- Scholarships available for teacher certification: <https://oklahoma.gov/careertech/educators/>
- Access to join **ACTE** (Association of Career and Technical Education) professional organization offering support such as: life insurance options; legal representation and advice; leadership development; resources; political representation on key education issues

School Benefits

- Program incentive funds (Code = 412)
 - Program incentive funds are divided into quarterly payments and paid in **September, December, March, and May**. The total disbursement for 2022-23 is as follows:
 - BITE 100% funded = \$12,933.00
 - BITE 50% funded = \$6,466.50
 - Marketing 100% funded = \$6,227.00
 - Marketing 50% funded = \$3,113.50
- Curriculum guidance
- Up to 3 Oklahoma's Promise credits available for computer technology
- **8178 Personal Finance** course aligned to meet personal finance graduation requirements
- Program and teacher support available from BMITE state staff
- Program alignment provides smooth transition for students throughout educational experience
- Opportunity to apply for Lottery Grant up to \$15,000.00
- School-based enterprise for Marketing programs
- Potential national recognition when participating in BPA & DECA programs

Community Benefits

- Input into education and training of future employees
- Pool of well-trained employees
- Partnerships for real-world projects related to training programs
- Youth involved in the community through both the classroom and BPA/DECA activities
- Promotes responsible citizenship through BPA/DECA

School Responsibilities

- Offer programs/courses that meet state guidelines
- Courses must be transcribed and reported to SDE with the approved 8000 level course number and title
- Nine-week and semester course rotation schedules are **not** available through most Business and IT courses. Exceptions are **8254 Business Foundations** and **8178 Personal Finance**, which can both be taught as a one or two-semester course. Several Marketing courses can be taught in one semester.
- BMITE programs focus on occupational outcomes and require end-of-course testing
- Follow prerequisite requirements for class offerings
- Facility must meet program needs
- Equipment must meet industry standards
- Class enrollment should not exceed 25
- Each student must have their own individual workstation with necessary software installed
- Courses are available for students from grades 6-12
- Program assistance monies designated for computers/equipment (including supplies), software, and curriculum. **Professional development approved for instructor only.**
 - Items purchased must be located in instructor's classroom/lab, not placed in the school's common area or another classroom.
 - Instructor should control/monitor expenditures.
 - **Funded programs should spend at least 90% of their incentive funds annually.**
- Internship programs can only be offered after a minimum of two courses within the approved course sequences (the second course may be taken at the same time as the internship course).
- Notify BMITE office in the event of a change in instructor or program

Teacher Responsibilities

- **BITE** - Business Education or Computer Science Teacher Certification
- **ME** - Marketing Education or Business Education Teacher Certification
- CareerTech Certification – participation in BMITE Teacher Academy (total of 5 days)
- Offer state-approved courses and provide students with approved syllabi
- Provide end-of-instruction tests as outlined in state-approved syllabi
- Conduct at least one Advisory Committee meeting per year
- Advise and maintain an active BPA or DECA chapter
 - **DECA:** Must have advisor & student participation at both FLC and CDC
 - **BPA:** Must have advisor & student participation at either FLC or SLC (both preferred)
- Attend Fall and State Leadership Conferences. Students should compete at the state level.
- Submit all CareerTech reports by established due date
- Attend OK Summit annually
- Seek professional development that aligns with courses taught

- Align curriculum with local technology center on occupational outcomes for students
- Prepare for 5-year program evaluation as scheduled

Program Changes

- You must submit a **FORM 2** for any CareerTech program changes (add, change location or drop a program) - <https://oklahoma.gov/careertech/educators/funding-and-grants.html>
- For teacher changes notify the BMITE office at (405) 743 – 5119

Teacher Certification

- Contact Laurie Richison at (405) 743 – 5482 or laurie.richison@careertech.ok.gov
- Certification by course: <https://oklahoma.gov/careertech/educators/certifications/forms-and-resources.html>

Additional Helpful Information

Program Incentive Funds:

Incentive money is what the Business, Marketing, and Information Technology (BMITE) Division of the Oklahoma Department of Career and Technology Education provides for your program to spend on technology and supplies. Currently, this amount is \$12,933.00 per year for full-time funded BITE programs and \$6,227.00 per year for full-time funded Marketing programs. Incentive money is divided into quarterly payments (**September, December, March and May**) that are sent to your school.

- This money may only be used for the designated program only! It cannot be shared with other teachers or programs
- A **412 Expense Report** must be submitted to our office each year that identifies how the incentive money has been spent for your program

Items that can be purchased with Incentive Money

Funds can be used for equipment/technology, curriculum, resources, and professional development. All must be used/placed in the program being funded. Following are some examples of items that can be purchased:

- Computers for students or instructor
- Printers, Projectors, Smartboards, GPS devices, Graphics tablets
- iPads and tablets
- Other computer technology devices
- Software / Curriculum
- Professional Development for the instructor (includes travel expenses to the PD)
- Supplies for your program (ink, paper, etc.)
- Websites used in the classroom (iCEV, MBA Research, etc.)
- Certification testing for students
- Registration and travel for you to BPA/DECA conferences (does NOT include students)
- BPA/DECA Affiliation Fee

CareerTech Funding and Grants:

Financial aid funding, and grant opportunities related to school educators and administrators. Including Lottery Grants, Carl Perkins, Supplemental Grants, Grant Opportunities Announcements, Form 2 Program Requests - <https://oklahoma.gov/careertech/educators/funding-and-grants.html>

Oklahoma Career & Technology Business and Information Technology OCAS Course Codes FY23

OCAS Code	Course Name	Oklahoma Promise Credit
8102	Business Information Technology Internship	No
8103	Fundamentals Of Administrative Technologies	Yes – Computer Technology
8104	Administrative Technologies II	Yes – Computer Technology
8105	Office Administration & Management	Yes – Computer Technology
8107	Accounting I	No
8108	Accounting II	No
8109	Computerized Accounting	Yes – Computer Technology
8112	Entrepreneurship: Business Development	No
8113	Entrepreneurship: Business Management	No
8114	Human Resources Concepts	No
8115	Employee And Labor Relations	No
8116	Benefits And Compensation Management	No
8117	Human Resources Information Systems	No
8118	Business And Personal Finance	No
8120	Banking & Financial Services	No
8124	Fundamentals Of Linux/UNIX	Yes – Computer Technology
8125	Routing And Switching I	Yes – Computer Technology
8126	Routing And Switching II	Yes – Computer Technology
8127	Telcom And Network Cabling	No
8136	Computer Repair & Troubleshooting I	Yes – Computer Technology
8137	Computer Repair & Troubleshooting II	Yes – Computer Technology
8138	Computer Repair & Troubleshooting III	No
8139	Fundamentals Of Database Development	Yes – Computer Technology
8140	Database Design and Programming	Yes – Computer Technology
8142	Database Administration	Yes – Computer Technology
8143	Modeling Languages	No
8145	Desktop Publishing Fundamentals (6-9th grades)	No
8146	Audio-Visual Systems	No
8148	Auxiliary Home Technology Systems	No
8149	Desktop Publishing & Graphic Design	Yes – Computer Technology
8150	Multimedia & Image Management Techniques	Yes – Computer Technology

8151	Digital Editing & Production Photography	No
8153	Fundamentals Of Web Design	Yes – Computer Technology
8154	Design Tools & Electronic Marketing Strategies	Yes – Computer Technology
8155	Advanced Design Techniques	Yes – Computer Technology
8156	Advanced Digital Animation	Yes – Computer Technology
8157	Web Scripting Foundations	Yes – Computer Technology
8158	E-Commerce Site Production	No
8159	Scripting Language Fundamentals	Yes – Computer Technology
8160	Advanced Programming	Yes – Computer Technology
8162	Advanced Scripting Languages	Yes – Computer Technology
8165	C++ Programming	Yes – Computer Technology
8166	C# Programming	Yes – Computer Technology
8167	Visual Basic .Net Programming	Yes – Computer Technology
8168	User Interface Design	Yes – Computer Technology
8169	Fundamentals Of Technology	Yes – Computer Technology
8177	Business Communications	No
8178	Personal Finance*	No
8179	Introduction To Entrepreneurship	No
8180	Math Of Finance	No
8182	Operating Systems Command Line	Yes – Computer Technology
8189	Non-Linear Digital Production	No
8190	Advanced Digital Video Tools & Techniques	No
8191	Digital Media Production	Yes – Computer Technology
8192	Non-Linear Digital Editing	No
8193	Audio Production	No
8194	Broadcast Production	No
8195	Studio Production (IT)	No
8196	Remote Field Production (IT)	No
8197	Advanced Effects for Motion Graphics	No
8203	Audio Tools & Techniques	No
8206	2D Animation Techniques	No
8207	Fundamentals Of 3D Motion Graphics	Yes – Computer Technology
8208	3D Animation	Yes – Computer Technology
8209	3D Modeling & Rigging Techniques	No
8210	Web Authoring Languages	No
8211	Web Authoring Tools	No
8212	Web Application Technologies	No
8213	Interactive Marketing Techniques	No
8216	Layout Design Techniques	No
8218	Web Application Development	Yes – Computer Science
8219	Advanced Computer Applications for The Law Office	Yes – Computer Technology

8220	Principles Of Animation	No
8222	Programming Fundamentals	Yes – Computer Science
8223	Network Security Awareness	Yes – Computer Science
8224	Cross Platform Game Programming	No
8225	Basic Programming	No
8226	Resort And Tourism Management	No
8227	Business Management for Travel & Tourism	No
8228	Fundamentals Of Video Game Design	No
8229	Customer Assistance	No
8230	Java Programming	Yes – Computer Science
8231	Non-Linear Editing II	No
8232	Video Animation	No
8234	Awareness Of GPS/GIS	No
8235	Essential Skills for ArcGIS	No
8236	Managing And Analyzing Data Using ArcGIS	No
8237	Editing, Visualizing & Sharing Data in ArcGIS Software	No
8238	Beginning Android Development	No
8239	Intermediate Android Development	No
8241	Mobile Development Fundamentals	No
8242	Networking Fundamentals	No
8243	Web Development Fundamentals	No
8245	Gaming Development Fundamentals	Yes – Computer Technology
8246	Security Fundamentals	Yes – Computer Technology
8247	HTML5 Application Developer Fundamentals	No
8249	Software Development Fundamentals	No
8251	Foundations for the Legal Office	No
8252	IT Essentials	Yes – Computer Technology
8254	Business Foundations (6-9th grades)*	No
8255	Internet of Things (IoT) Fundamentals	Yes – Computer Technology
8256	Cybersecurity Basics	Yes – Computer Technology
8257	Fundamentals of Project Management	No
8258	Advanced Spreadsheet Applications	Yes – Computer Technology
8259	Advanced Database Concepts Using Access	Yes – Computer Technology
8260	Drone Technology	Yes – Computer Technology
8261	Artificial Intelligence	No
8448	Introduction To Hospitality & Tourism**	No
8851	AP Computer Science Principles (CSP)	Yes – Computer Science
8852	Computer Science Essentials	Yes – Computer Science
8853	AP Computer Science A (CSA)	Yes – Computer Science
8860	Computer Science Principles	Yes – Computer Science
8861	PLTW Cybersecurity	Yes – Computer Science

8867	Computer Science Discoveries (8-12th grades)	Yes – Computer Science
8871	Python	Yes – Computer Science
8873	Google Tools	Yes – Computer Science

*** Denotes courses that can be offered as 60 or 120 hours (semester or full year)**

**** Denotes course that is 60 hours or only one (1) semester**

Oklahoma Career & Technology Marketing Education OCAS Course Codes FY23

OCAS Code	Course Name	Oklahoma Promise Credit
8602	Marketing Fundamentals	No
8605	Customer Service**	No
8606	Business Management & Supervision	No
8607	Sales And Sales Promotion**	No
8608	Professional Sales	No
8611	Business And Marketing Communications**	No
8612	Advertising Strategies	No
8613	Marketing Research	No
8614	Introduction To Business/Marketing**	No
8615	Marketing Economics**	No
8616	Entrepreneurship	No
8617	Advanced Entrepreneurship	No
8618	International Business & Marketing	No
8619	E-Commerce Marketing	No
8620	Entrepreneurship Awareness	No
8621	Public Relations Marketing	No
8622	Marketing Internship	No
8623	Employment Essentials**	No
8624	Product and Service Sales**	No
8625	Buying And Merchandising**	No
8627	Global Markets & Trade	No
8628	Digital Marketing	No
8629	Ethical Leadership (6-12th grades)**	No

**** Denotes courses that are 60 hours or one (1) semester in length**

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